## Outreach Committee

DUTIES

The Outreach Representative Committee brings to the attention of the membership of Old Guard information regarding cases of serious illness of which it has been advised. The Committee also assists in arranging transportation to Summit Old Guard meetings for members who are housebound due to physical reasons or lack of transportation.

PROCEDURES

The Outreach Representative Committee consists of a Chairman, Vice-Chairman and additional members distributed among the geographical areas in which the resident members of the Old Guard live. If the geographical distribution of the Old Guard membership shifts substantially, the number of Committee members and their locale should be increased or decreased to reflect such changes.

The Chairman is responsible for initially instructing the Committee members in their duties and responsibilities. The Chairman also selects each month the Committee member who reports for a calendar month at the regular weekly meetings of the Old Guard. This Committee member is the person to whom cases of illness should be referred by other Committee members or any member of the organization knowing of such cases and is the information sources for his weekly report.

It is desirable that Old Guard members who are sick or unable to leave their place of abode receive calls or visits. The procedure to accomplish this is as follows:

**FIRST**: The Outreach Representative whose name is printed in the Monthly Bulletin, who has been told whether by another member or by the ill member’s family, will report to the members attending meetings the names of those currently ill or hospitalized and as appropriate, suggest phone calls, cards or visits.

**SECOND**: If a visit is desired, the Outreach Representative will make the visit, or if unable to do so, will ask another member of the Committee, preferably one living near the ill member, to do so. If neither can make the visit, the Chairman or Vice-Chairman of the Outreach Committee should be notified so that he can have a volunteer visitor make the visit.

**THIRD**: Illnesses reported initially at a meeting should be followed up by the Committee member for that month, so that a progress report can be made at the next Tuesday meeting. The Outreach Representative should take the responsibility of suggesting phone calls, cards or visits as may seem appropriate.

**FOURTH**: Members who are housebound because of long illness or infirmities, or for whatever cause, should be contacted or visited periodically as considered appropriate.

**FIFTH**: A copy of the illness to be reported at each meeting should be placed on the Bulletin Board and a copy given to the Recording Secretary.

**SIXTH**: At the end of each month, the retiring Outreach Representative should pass along whatever information is necessary to the next month’s Outreach Representative, so as to preserve continuity in attention to ill or housebound members.

**SEVENTH**: The Chairman of the Outreach Committee should be kept advised on the action taken in visiting or otherwise contacting ill and housebound members, so that he may assist in any way possible.

Our goal is to keep in touch with all ill or housebound members!

